



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER - 74**

**OPEN TO:** All Interested Candidates

**POSITION:** **Shipment Assistant, FSN – 7; FP- 7**  
**Dependent upon qualification and experience,**  
**incumbent may be hired at a trainee grade.**

**OPENING DATE:** October 3, 2004

**CLOSING DATE:** October 17, 2004 (before 4:30 p.m.)

**WORK HOURS:** Full-time; 40 Hours/week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Shipment Assistant in the Shipping and Customs Unit, General Services Office.

**BASIC FUNCTION:** The incumbent is responsible for processing inbound and outbound air and surface shipments, and related correspondence and record keeping. Provides shipping and customs services in accordance with applicable U.S. and host government rules and regulations.



## MAJOR DUTIES AND RESPONSIBILITIES:

✚ Contact officials of Ministry of Foreign Affairs (MFA), National Board of Revenue (NBR), Customs, Controller of Import and Export to obtain necessary permission relating to the import/export/sale of the official and personal property shipments. Coordinate customs clearance for air and sea shipments. Preparation and routing of documentation as may be required to comply with USG and individual agency regulations pertaining to import/export of official shipments.

✚ Prepare required permits, customs exemption certificates, Government Bill of Lading's (GBL'S), diplomatic notes, telegrams, airway bills, bills of entry/exit required for customs exemption for import and export of mission air and surface shipments. Maintain schedule for projected booking of shipments with shipping lines and air carriers. Maintain files on and tracking of shipments. Perform liaison with relevant host government authorities to obtain required permits.




✚ Coordinate Unaccompanied Air Baggage (UAB)/Household Effect (HHE)/Privately-owned Vehicle (POV) delivery/unpacking and packing/pick-up performed by the Embassy's packing/clearing contractor(s). Assist and advise U.S. personnel on particulars of host government laws and regulations, taxes and fees that may apply to import and export of surface and air shipments. Process claims for damage or loss associated with surface and air shipments.

## QUALIFICATIONS REQUIRED:

1. **Education:** Completion of University degree in any discipline.
2. **Language Proficiency:** Fluent spoken & written ability in both English and in Bangla.
3. **Prior Work Experience:** Two years experience in the customs/shipping or allied field with the mission or minimum two years in shipping or related field with local government or private organization.
4. **Knowledge:** Thorough knowledge of Bangladesh customs regulations and procedures required to facilitate import/export and the registration of official and privately-owned vehicles, import/export of official shipments.



## 5. Skills and Abilities:

-  Ability to type 40 words per minute.
-  Must be able to draft correspondence in English.
-  Good computer skills including knowledge of applications such as MS Word, MS Excel, Power Point, Access, Internet etc.

## SELECTION PROCESS:

In order to be considered for this vacancy, candidates must provide evidence in their application that they meet the required qualifications listed above. When equally qualified, Eligible Family Members and applicants with Veterans preference will be given preference.

## ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs holding a U.S. Temporary Appointment/FMA appointment are ineligible to apply within the first 90 calendar days of that appointment.

## TO APPLY:

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at **Gate-1 (Reception booth)** and in the Human Resources Office, Ext. 2521. A copy is also attached hereto for your convenience.**



Application  
Form.doc



**2. Interested EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.**



OF-612.doc

**ONLY complete and up-to-date applications with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.**

**NOTE: CV's will not be accepted in lieu of the Application Form.**

**SUBMIT APPLICATION TO:**

**Human Resources Office**

**Attention: HRO**

**Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212**

**POINT OF CONTACT:**

**Human Resources Assistant**

Telephone # 885-5500, Ext: 2521

Fax # 9887825

**DEFINITIONS:**

**1. EFM:** US Citizen spouse or US citizen child who is at least age 18, and who, in either case, is on the travel orders of A U.S. citizen foreign or civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission Authority.

**2. Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.



**NOTE:** "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."

### ***AN EQUAL OPPORTUNITY EMPLOYER***

Cleared by:

HRO: A/GSO: FMO: MGT/C (A)